App. F. IX-4

1927.

File No. 12-27

Previous References
GR. 34-16 (1-5

(G.96.)

Serial Nos. /

Later References
G.17 III-3381.

P-9

General and Revenue Secretariat.

Serial Nos. one

Part B for Aug 1927

SUBJECT

Half yearly business Statements from the Heads of depts.

To the Hds of depts

No. G. 560-600 of 15/7/27

Attached herewith please find certain papers —

12/9/27.

Jne

5047

Submitted.

1) Half yearly business statements are not being received from the Heads of Departments.

Excise Commissioner.
Income Tax Commissioner.
I.G. of Registration
Commissioner of Stamps.

2) It does not appear to be necessary to enforce the submission and the suggestion made by the Inspector of Office Systems to abolish the return and to obtain the necessary particulars once a year along with the annual administration reports may be accepted.

3) State of work in the Comptroller's Office is received quarterly. This is perhaps not altogether be called business statistics. This is necessary and may not be discontinued.

16.5.27

4) The business statements are, it appears not being received punctually. But it seems to me that it is desirable to insist on these Statement being sent up to Govt.

A

5) otherwise Govt would not be in a position to know the State of work in these Hd Quarter offices

27/5

7779
27-5-27

6) 7/8) A. What is the action taken here on these statements. Let me see a few files —

27/5

App. F. III.—2]

General and Revenue Secretariat. | File No. | of 192 .

Serial No.

7) S.R file no. 34-16 relating to half yearly statement of statistics of business done in the Stamp Commrs' Office for the half year ending 30.6.26 & Excise file no. 65-20 submitting a statement showing the work done in the Excise Commissioner's office for the half year ending 30th June 20 are submitted.

31.5.27

8) The proposal in my note may, I think, be approved as a measure of reduction of supplying work — Govt can impose its check of work in the office of HQ of Dept & such officers & nothing but case of delay —

4.6.27

9) Annual review of number of work would seem the adequate 2nd meeting

6/6

10) I agree

7.6.27

11) Draft — 8/6

12) Draft submitted.

22.6.27

13) This is an order affecting all depts and may perhaps come from Govt. Mr Gupta Bor

Bor 25/6

14) Clean draft — 28/6.

OFFICE OF THE SECOND MEMBER COUNCIL 7 JUNE 1927 No. 7386

FINANCIAL SECRETARY 8 JUNE 1927 No. 8318

8971 26/6

Submitted Shedding in submission with draft order to Govt. 188-726 & 28.10.15 ref H.S-15-1 (copy enclosed in H. Govt.)

NOTE—Contn. sheet.

WD 2293—GPB—10,000—4-5-27

App. F. III—2]

General and Revenue Secretariat. | File No. | of 192

Serial No.

(15) Sub M. hands for needful action as suggested a/s 7/6

8971

(16) Sub for perusal before issue with reference to para 13 supra.

28.6.27

(17) This is a general order for all departments. Please include in the draft this order also to which this communication has been sent and put up.

29/6

Sub:—

(18) The previous order on the subject was addressed to all Heads of Depts. (Vide 7 R). This G.O. also must be addressed to all Heads of Depts. Hence necessary change has been made in the draft put up.

7 R

30.6.27

(19) (for perusal before issue of G.O.)

30/6

4/7

(20) As this order relates to all departments

NOTE—Contn. sheet.

1047

App. F. III (4)

General and Revenue Secretariat. File No. 12 of 1927

Serial No.

DEWAN'S OFFICE.
Received on
5 JUL. 1927
Reg. No 199.

The file may perhaps be submitted to the Dewan before issue.

Genl. Secy. 5/7

Dewan RR 5/7

21) The idea is to issue a G.O. discontinuing the practice existing at present of all Hds. of Offices submitting ½ yearly Statement of Work done, as these returns are very irregular, the Inspector of Office Systems suggests that this may be discontinued & the information contained in them may be given in the annual ~~reports~~. This has been ~~already~~ done by the Hds. & a G.O. has been issued in accordance.

Dewan RR 5/7

Financial Secy has agreed to the change made in the draft G.O. put up.

5/7

Dewan RR 5/7

5.7.27

Genl. Secy 6/7

1. To the Heads of Depts.
No. 8560-600, dt 15.7.27

NOTE—Contn. sheet.

WD 0324—GPB—60,000—24-5-27

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App. F. III—2]

5

General and Revenue Secretariat. File No. 12 of 1927.

Serial No.

~~Direction~~ Directs that the submission by the Heads of Depts of half yearly Statistics of business done in their offices be discontinued and that full information re the receipts, disposal and pendency of correspondence be furnished once a year simultaneously with the annual Administration Reports of the Depts concerned to enable Govt to review the state of work, etc.

Press Govt
HBM
19.7.27

Multicopied

Printed copies received and sent to the Heads of Depts today. A printed copy is placed in the file for record.

BS Nair
1.8.27
HBM

NOTE—Contn. sheet.

WD 2298—GPB—10,000—4-5-27

C

Proceedings of the Government of His Highness the Maharaja of Mysore.

G.M12-27-1

Read:-

Government Order No. 688-726/E.A.8-15-1 dated the 28th October 1915, requesting the Heads of Departments to submit at the close of every half-year (ending with 30th June and 31st December respectively) two statements (1) showing the work done in the office (2) touring and inspection work, during the period.

2. Memo dated 4th May 1927, from the Inspector of Office Systems and Officer in charge of Revenue Audit, forwarding an extract from the note on the reduction of reports and returns in the Secretariat.

(To be printed as an Annexure)

Order No. G 560-600 Dated 15-7-27.

Government are pleased to direct that the submission of the statements referred to in the Order read above be discontinued and that full information regarding the receipts, disposal, and pendency of correspondence be furnished ~~in~~ the Annual Administration reports of the Departments concerned to enable Government to review the state of work.

Once a year Statistics

2. This order will not ~~have~~ dispense with the necessity of the preparation of Business Statistics, monthly or periodically, in the offices of Heads of Departments who are requested to scrutinise the

the arrear lists and take all necessary action to speed up correspondence in their own offices as well as in the offices subordinate to them.

Encl. 5/7

~~Financial~~ Secretary.

2616

To

The Excise Commissioner,
Commissioner of Income Tax,
" -do- of Stamps,
" I.G. of Registration,
" Inspector of Office Systems,

and other Heads of Depts. the members

To the Heads of Depts.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. G. 560-600/G. M. 12-27-1 Dated, Bangalore, 15th July 1927.

Statistics of Business

Directs that the Heads of Departments should submit to Government in future—— done in their offices annually along with the Administration Report of the Department concerned instead of half-yearly as heretofore.

Read:-

Government Order No.688-726/E.A.8-15-1 dated the 28th October 1915, requesting the Heads of Departments to submit at the close of every half-year (ending with 30th June and 31st December respectively) two statements (1) showing the work done in the Office (2) touring and inspection work, during the period.

2. Memo dated 4th May 1927, from the Inspector of Office Systems and Officer in charge of Revenue Audit, forwarding an extract from the note on the reduction of reports and returns in the Secretariat, (printed as an annexure).

ORDER NO.G.560-600/G.M.12-27-1 DATED 15TH JULY 1927.

Government are pleased to direct that the submission of the statements referred to in the Order read above be discontinued and that full information regarding the receipts, disposal, and pendency of correspondence be furnished once a year simultaneously with the Annual Administration Reports of the Departments concerned to enable Government to review the state of work.

This order will not, however, dispense with the necessity of the preparation of Business Statistics, monthly or periodically, in the Offices of Heads of Departments who are requested to scrutinise the arrear lists and take all necessary action to speed up correspondence in their own offices as well as in the offices subordinate to them.

R. RANGA RAO
General Secretary to Government.

To——The Heads of Departments.

ANNEXURE

Extract from the note on the reduction of reports and returns received in the Secretariat.

* * * * * *

Scriptory work in connection with the reports and returns can be reduced by the abolition of unnecessary returns and by diminishing the frequency of submission of such of the returns as are now being received too often.

The returns that may be abolished.

(1) HALF-YEARLY STATEMENTS OF OFFICE BUSINESS.

According to Government Order No.688-726/E.A.8-15-1 dated 28th October 1915, the Heads of Departments should submit to Government at the close of every half-year a statement showing the office work done by them. These statements are now being submitted by the following Heads of Departments:-

1. Revenue Commissioner.
2. Superintendent, Revenue Survey.
3. Senior Surgeon.
4. Inspector-General of Prisons.
5. Chief Court.
6. The Government Advocate.
7. Inspector-General of Police.

A quarterly statement of these statistics is however being received from the Inspector-General of Education under a special order.

The other Heads of Departments have not been submitting these returns. It is understood that as a result of an attempt made in the Secretariat to reduce the number of reports and returns received therein, the submission of this return by some of the Heads of Departments was ordered to be discontinued in the administrative branches concerned, while the other branches considered it necessary to continue to obtain this return. There is therefore no uniform practice in the submission of this return and the few returns that are now being received are generally recorded after perusal.

The object of prescribing this return was to get an idea as to the volume of work turned out and the arrears of work pending in the offices of the Heads of Departments. As the Heads of Departments can be trusted to attend to the speedy disposal of work in their offices, the submission of this return by the few Heads of Departments noted above does not seem to be necessary and may be ordered to be discontinued. The statistics of work done in the offices of the Heads of Departments are in some cases furnished in the annual administration reports. A general rule may be laid down that such information should be furnished in the annual administration reports of all departments with a view to enable Government to review the same.

* * * *